



## **First Steps Provider Enrollment/Recruitment Sessions July 29, 2002 – August 2, 2002**

Phase I of the First Steps Redesign began on April 1, 2002 and now we are ready to begin the implementation of Phase II. Phase II of the Redesign will include all counties in Missouri that were not included in Phase I (see map) and the planned implementation date for Phase II is January 1, 2003.

We are offering these provider enrollment/recruitment sessions to assist you in learning about the provider enrollment process, reimbursement and provider relationships to the Central Finance Office (CFO), and the responsibilities of providers, including First Steps credentialing.

### **WHO SHOULD ATTEND?**

- ✎ If you are currently a contracted First Steps provider for any Phase II county with either the Department of Health or any of the Department of Mental Health Regional Centers, OR
- ✎ If you are interested in being a First Steps provider in any county in Missouri and want to learn more about this opportunity to serve children under the age of three and their families.

You should plan to attend one of these enrollment sessions in the location nearest to you. There are no plans to schedule additional sessions at this time. The schedule and locations are on the reverse side of this announcement. It is not necessary for each individual provider to attend! Large or small agencies will benefit by sending an administrative representative from their organization who can go back and assist agency employees with enrollment. If you are in private practice, you should plan to attend personally.

### **WHAT WILL WE TALK ABOUT?**

Each session is scheduled to last for two hours. There will be time for questions and answers.

The first hour and a half of each session will be dedicated to providing current and accurate information about the following topics:

- ✎ A First Steps Redesign Update
- ✎ Overview of the Central Finance Office and System Points of Entry (SPOEs)
- ✎ Provider Credentialing and Training Requirements
- ✎ Provider Enrollment Process and Forms
- ✎ The First Steps Provider Matrix

The last half hour of each session will be devoted to provider recruitment, with a particular focus on service coordination. The role of service coordinators and how their services are authorized and reimbursed will be discussed.

### **WHEN ARE THESE SESSIONS SCHEDULED?**

Please see reverse side for the schedule and location of sessions. There is no cost for these sessions and you do not need to register in advance. Please try to arrive 15 minutes before the session begins to ensure that sign-in, seating, and materials distribution are completed prior to the beginning of the session.

### **WHO WILL BE PROVIDING THE INFORMATION?**

A representative of the Missouri Department of Elementary and Secondary Education (DESE) and one of the four First Steps Facilitators will be providing the information. Handouts will be available.

### **WHAT IF I HAVE QUESTIONS OR NEED ACCOMMODATIONS TO ATTEND?**

If you have questions about the sessions or if you are in need of accommodations in order to attend a session, please contact DESE at (573) 751-0187.

Time	Location
<b><u>7/29/02</u></b>	
10:00 am - 12:00 pm	Kirkville Regional Center 1702 E. LaHarpe St. Kirkville, MO Tel: (660) 785-2500
10:00 am - 12:00 pm	Phelps County Courthouse Sky Room 220 N. Main Rolla, MO Tel: (573) 364-1891 (Please note: No food or drink)
1:00 pm - 3:00 pm	Willow Springs Council Chambers 112 E. Main St. Willow Springs, MO Tel: (417) 469-2107
3:00 pm - 5:00 pm	Pike County Senate Bill 40 Board Large Conference Room 900 Independence Drive Bowling Green, MO Tel: (573) 324-5493
<b><u>7/30/02</u></b>	
10:00 am - 12:00 pm	DeSoto High School Library 801 Amvets Drive DeSoto, MO Tel: (636) 586-1000
10:00 am - 12:00 pm	Tri-County Bank 118 West 54 Highway El Dorado Springs, MO Tel: (417) 876-2121
2:00 pm - 4:00 pm	Sikeston Regional Center 112 Plaza Drive Sikeston, MO Tel: (573) 472-5300

Time	Location
<b><u>7/31/02</u></b>	
10:00 am - 12:00 pm	Missouri Rehabilitation Center Room 20 600 N. Main Mount Vernon, MO Tel: (417) 466-3711
2:00 pm - 4:00 pm	Missouri Rehabilitation Center Room 20 600 N. Main Mount Vernon, MO Tel: (417) 466-3711
<b><u>8/1/02</u></b>	
10:00 am - 12:00 pm	Western Missouri Medical Center Physical Therapy Room 403 Burkharth Warrensburg, MO Tel: (660) 747-2500
<b><u>8/2/02</u></b>	
9:00 am - 11:00 am	Governor's Office Building Room 470 Corner of Jefferson and Madison Streets Jefferson City, MO Tel: (573) 751-3407 (DESE)
1:00 pm - 3:00 pm	Central Missouri Regional Center 1500 Vandiver, Suite 100 Columbia, MO Tel: (888) 671-1041